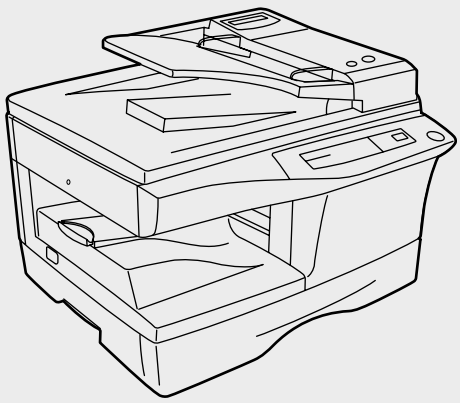
SHARP®

AR-150 SERIES

FACSIMILE OPERATION MANUAL

- INSTALLATION
- INITIAL SETTINGS
- CHOOSING SUITABLE MEDIA
- HOW TO USE THE FAX FUNCTION
- TROUBLESHOOTING
- SPECIFICATIONS
- GLOSSARY
- QUICK REFERENCE
- INDEX



This product contains a lithium-ion battery, and must be disposed of properly. Contact your local environmental officials for disposal instructions.

Important safety information

- If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network.
- The AC power outlet shall be installed near the equipment and shall be easily accessible.
- Never install telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone to report a gas leak in the vicinity of the leak.
- Do not install or use the machine near water, or when you are wet. Take care not to spill any liquids on the machine.

DECLARATION

The equipment has been approved in accordance with Council Decision 98/482/EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network termination point. This equipment may have interworking problems with Spanish public network.

In the event of problems, you should contact your equipment supplier in the first instance.

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1. INSTALLATION

Introduction

This manual describes how to use the fax function of the AR-150 series.
Part names and functions shared with the copy function (for example, the misfeed indicator and add paper indicator), are described in the copier operation manual.
For more information, please read the copier operation manual.

Choosing a Location

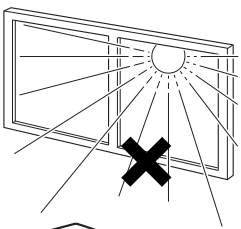
All electrical equipment is potentially dangerous if not installed and operated correctly. Make sure that you meet the following requirements when you set up or move the unit.

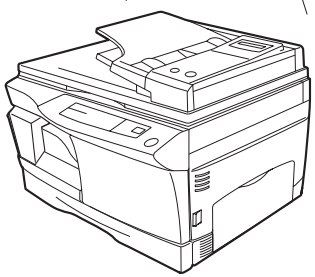
• The unit must be installed on a level surface.

• Use only the rated voltage from a properly grounded wall socket.

• Keep the unit away from areas that are:

- Dusty or smoky
- Damp or humid
- Poorly ventilated
- In view of windows or extremely bright light
- In direct sunlight
- Subject to other extreme conditions

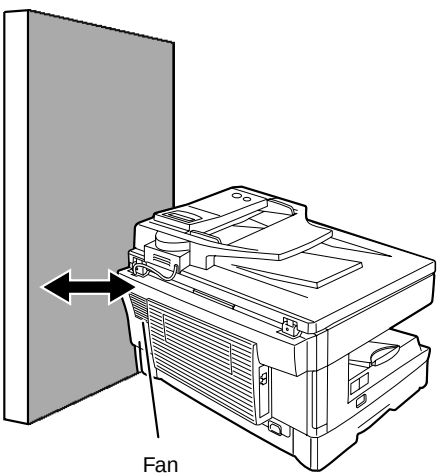




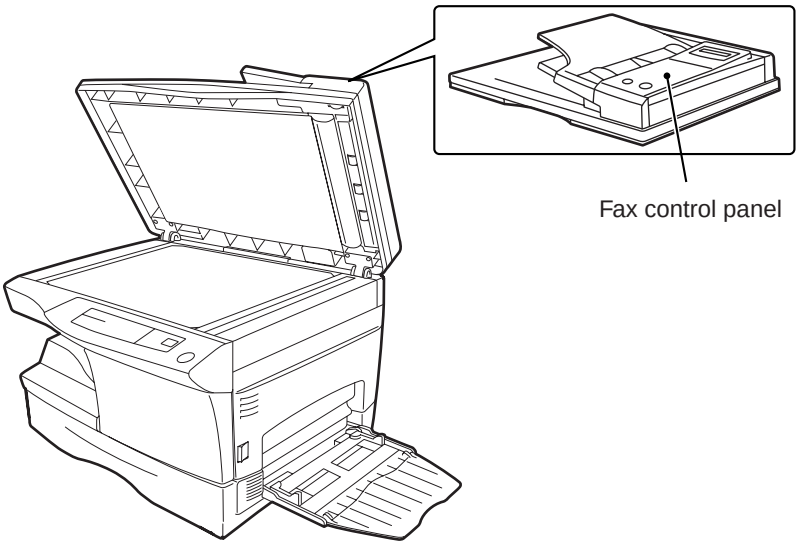
• Provide ample room for easy access to the front, back, and sides of the unit.

• Leave enough space around the ventilation outlets for heat from the fan to dissipate properly. Blocking these outlets could cause the unit to overheat, which can cause serious damage to the internal parts.

• Use of extension cords is not recommended.



Parts Identification



Connecting the Telephone Line Cord

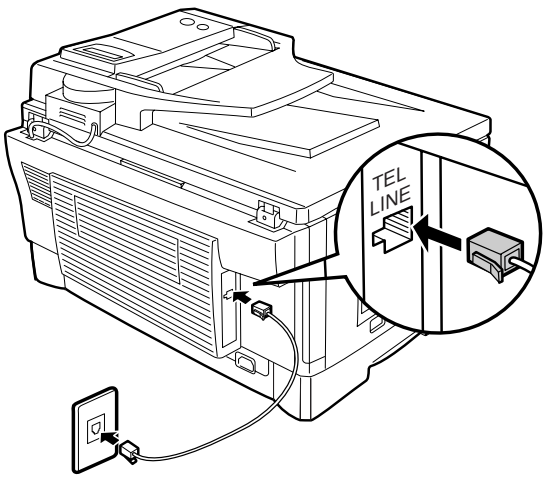
Plug one end of the telephone line cord into the jack on the unit marked “TEL LINE.” Plug the other side into the wall jack (using the provided adaptator, if necessary).

For Germany, please connect the cable from the fax unit with the wired plug connector code (F) with the wire down into the wall socket (TAE 6) code (F).

The fax unit can be used as single device and in combination (in serial connection) with approved terminal equipment(s).

To connect an extension telephone or an answering machine, plug the extension line cord in the provided wall jak adaptator.(See “Connecting Other Devices” in this chapter for details.)

Note: *If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased from your dealer or at most telephone specialty stores.*



Connecting Other Devices

If desired, an answering machine or external telephone can be connected to the unit by plugging the external line cord in the external jack of the wall jack (wall socket code “N” for Germany) or in the provided adaptator.

• Connecting an answering machine to the unit allows you to receive both voice and fax messages when you are out. To use this feature, first change the outgoing message of your answering machine, and then set the reception mode of the unit to “A.M.” (Answering Machine mode) when you go out.

The outgoing message of your answering machine should be changed to inform callers who want to send a fax to press their **FAX START** key.

Comments:

1. It is advisable to keep the length of the message under 10 seconds. If it is too long, you may have difficulty receiving faxes sent by automatic dialing.
2. Your callers can even leave a voice message and send a fax message on the same call. Modify your outgoing message to explain that this can be done by pressing their **FAX START** key after leaving their voice message.

• You can connect an extension phone to the unit to make and receive calls like any other extension phone on your line. Even if you pick up the extension phone and hear a fax tone, the unit will automatically cut in and take over the line.

Note: *The Remote Recepion function is initially set to “ON”.*

A Look at the Operation Panel

Left arrow key (◄) and right arrow key (►)
Press these keys to scroll through a menu. During input mode, these keys are also sometimes used to move the cursor.

LCD contrasts dial
Turn this dial to adjust the contrast level of the LCD.

LIQUID CRYSTAL DISPLAY
This display shows the various message during fax operation and programming.

ENTER key
Press this key to decide an item in a menu, or to enter numbers and letters you have typed in.

FUNCTION key
Press this key to enter function mode.

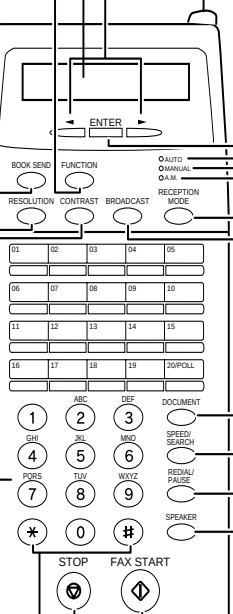
AUTO light
This light indicates that the machine will answer the machine automatically.

BOOK SEND key
Press this key to fax a document from the original table.

MANUAL light
This light indicates that the machine must be answered manually.

RESOLUTION key
Press this key to adjust the resolution before sending faxes.

A.M. light
This light indicates the answering machine will answer the line if properly connected.



RECEPTION MODE key
Press this key to select the mode of reception.

CONTRAST key
Press this key to adjust the contrast before sending faxes.

BROADCAST key
Press this key to send documents to a group of receiving fax machines.

Rapid keys
Press one of these keys to dial a fax or telephone number automatically. Press Rapid key 20 to start polling. (Note that you must attach the Rapid key labels.)

DOCUMENT key
Press this key to perform a direct send fax transmission.

SPEED/SEARCH key
Press this key to dial a two digit Speed Dial number. During character inputting, use this key to delete an incorrect entry. Press this key twice to search for an automatic dialing number.

Number keys
Press these keys to dial numbers, and enter numbers and letters during number/name storing procedures.

REDIAL/PAUSE key
Press this key to automatically redial the last number you dialed. Also, press this key to insert a pause when entering numbers.

SPEAKER key
Press this key to begin manual dialing. (To close the line, press the SPEAKER key again.)

***/#**
Press these keys to enter symbols during the name storing procedure.
Pres these keys to scroll thoruh a menu. During input mode, these keys are also sometimes used to move the cursor

STOP key
Press this key to stop an operation before it is completed, or to delete the number that was last input. This key is also used to close the line when manually dialing.

FAX START key
Press this key to begin sending a fax or manually receiving a fax.

About the Liquid Crystal Display

The unit is equipped with a two-line liquid crystal display (LCD) on the operation panel for displaying various messages and settings during operation. This LCD can display up to 20 characters on each line. When the unit is idle, the LCD shows the date, time, and the stand-by memory available.

Example:



Located to the upper right of the operation panel, the LCD contrast dial controls the contrast of the display.Turning the dial to the right darkens the LCD. Turning the dial to the left lightens the LCD.

Using the Arrow Keys

The **left and right arrow** (◄ ►) keys on the operation panel of the unit are very useful for scrolling through the various function lists and settings. Once you have pressed the **FUNCTION** key, you can scroll through the eight functions as desired. (See the Function Table at the end of the Quick Reference Guide for an at-a-glance view of all the unit's functions and settings.) Pressing the **ENTER** key chooses the displayed function. For many of the function lists, you can then use the arrow keys again to scroll through the settings.

Adjusting the Beep Volume

Adjust the volume of both key beeps and alarm beeps (emitted at the end of transmission and reception) using the procedure below.

Factory setting: 3 (MEDIUM)

Step	Press these keys	Comments
1	FUNCTION, GHI 4	"OPTION SETTING" will appear in the display.
2	1, MNO 6	"BEEP VOLUME" will appear in the display.
3	◄ **or** ►	Press the ◄ or ► key to lower or raise the volume to the desired level.
4	ENTER	"STORED" will appear in the display.
5	STOP, STOP	Press the **STOP** key twice to exit.

Adjusting the Ringing Volume

Adjust the ringing volume of the unit using the procedure below.

Factory setting: 3 (MEDIUM)

Step	Press these keys	Comments
1	FUNCTION, GHI 4	"OPTION SETTING" will appear in the display.
2	1, TUV 8	"RINGING VOLUME" will appear in the display.
3	◄ or ►	Press the ◄ or ► key to lower or raise the volume to the desired level.
4	ENTER	"STORED" will appear in the display.
5	STOP, STOP	Press the **STOP** key twice to exit.

Setting the Length of Alarm Beeps

You can select the length in seconds of the alarm beeps following the procedure below.

Factory setting: 1 (3SEC)

Step	Press these keys	Comments
1	FUNCTION, GHI 4	"OPTION SETTING" will appear in the display.
2	1, JKL 5	"BEEP LENGTH" will appear in the display.
3	◄ or ►	Press the ◄ or ► key to set the alarm beeps to the desired length or to turn them off.
4	ENTER	"STORED" will appear in the display.
5	STOP, STOP	Press the **STOP** key twice to exit.

Turning Key Beeps Off

If you prefer, you can choose to turn the key beeps off. To do this, follow the procedure below:

Factory setting: 1 (ON)

Step	Press these keys	Comments
1	FUNCTION, GHI 4	"OPTION SETTING" will appear in the display.
2	1, PQRS 7	"KEY BEEPS" will appear in the display.
3	1 **or** ABC 2	Press **1** to turn the key beeps on, or **2** to turn them off.
4	STOP, STOP	Press the **STOP** key twice to exit.

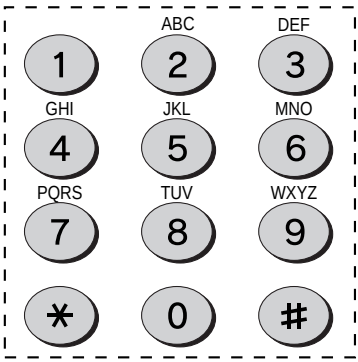
Setting the language

You can select language of display and reports. To do this, follow the procedure below:

Step	Press these keys	Comments
1	FUNCTION, GHI 4	"OPTION SETTING" will appear in the display.
2	ABC 2, 1	"LANGUAGE" will appear in the display.
3	◄ **or** ►	Press the ◄ or ► keys to scroll the languages.
4	ENTER	Press **ENTER** to select language.
5	STOP, STOP	Press the **STOP** key twice to exit.

How to Enter Characters

You can enter letters with the number keys. Letters are marked above each of the number keys "**2**" through "**9**". To enter a letter, press the appropriate key repeatedly until the desired letter appears (the number of the key appears first, followed by letters in the order marked above the key). The keys used for entering characters are shown below.



- To enter two characters in succession which require using the same key, press the **right arrow** (►) key once after entering the first character, and then enter the second character.
- To change one individual character to another, move the cursor to the character you want to change and enter the new one. The new character will replace the old one.
- Symbols can also be entered by pressing the "#" and "*" keys:

# →	← *
. / ! " # $ % & ' ( ) * + , - : ; < = > ? @ [¥] ^ _ ` { | } → ←	
Å Ä Æ Ø Ö	

- Pressing the "1" key on the 10-keypad enters space.

Entering Your Name and Fax Number

Note: *You can view all of the items in the menu display by pressing the **FUNCTION** key, then using the **left and right arrow** (◄ ►) keys to scroll through the function list. Pressing the **ENTER** key chooses the displayed function. Procedures for inputting various items (name, telephone number, date, etc.) are given as follows.*

To have your name and fax number printed at the top of every page you transmit, program them by pressing the operation panel keys as shown below.

- If you enter an incorrect character, press the **SPEED SEARCH** key to move the cursor back to the mistake, then enter the correct character. To move the cursor forward, press the **right arrow** (►) key.

Use the following procedure to enter your name and fax number:

Step	Press these keys	Comments
1	FUNCTION, DEF 3	"ENTRY MODE" will appear in the display.
2	DEF 3	"ENTER YOUR FAX #" will appear in the display.
3	1, TUV 8, 0, 0, ABC 2, DEF 3, PQRS 7, GHI 4, ABC 2, PQRS 7, PQRS 7 (example: 18002374277)	Enter your own fax number (maximum 20 digits) by pressing the number keys. To insert a space between digits, press the "✳" key. To insert a "+", press the "#" key.
4	ENTER	"ENTER YOUR NAME" will appear in the display.
5	PQRS 7, PQRS 7, PQRS 7, PQRS 7, PQRS 7, GHI 4, GHI 4, GHI 4, PQRS 7, PQRS 7, PQRS 7, PQRS 7, ►, PQRS 7, PQRS 7 (example: SHARP)	Enter your name by pressing the appropriate number keys as shown on the left. Press each key repeatedly until the desired letter appears in the display (maximum of 24 characters). To enter a space, press the **1** key twice. To switch between lower case and capital letters, press the **REDIAL PAUSE** key once.
6	ENTER	"STORED" will appear in the display.
7	STOP, STOP	Press the **STOP** key twice to exit.

Setting the Date and Time

The date and time that appear in the display are printed at the top of each page you transmit. Set the date and time by pressing the keys on the operation panel as shown below. To correct a mistake, press the **STOP** key to move the cursor back to the mistake, and then enter the correct number.

Note: *The unit supports millennial dates (those from the year 2000 on). To program such a date, enter the last two digits; for example, the year 2000 is programmed by entering "00".*

Use the following procedure to set the date and time:

Step	Press these keys	Comments
1	FUNCTION, DEF 3	"ENTRY MODE" will appear in the display.
2	ABC 2	"ENTER YEAR" will appear in the display.
3	WXYZ 9, WXYZ 9 (example: 1999)	Enter the last two digits of the year. "ENTER MONTH" will appear in the display.
4	0, PQRS 7 (example: July)	Enter the month (2 digits: "01" for January, "02 for February, "12" for December, etc.). "ENTER DATE" will appear in the display.
5	0, JKL 5 (example: the fifth)	Enter the day of the month ("01" to "31"). "PRESS ENTER KEY" will appear in the display.
6	ENTER	"ENTER TIME" will appear in the display.
7	0, DEF 3	Enter the hour (2 digits: "00" to "23").
8	ABC 2, 0	Enter the minute (2 digits: "00" to "59").
9	ENTER	The clock starts when you press this button. "STORED" will appear in the display.
10	STOP, STOP	Press the **STOP** key twice to exit.

Auto Summer Time Setting

The unit can be set to adjust to time changes during the year, so that its internal clock and all subsequent notations of time (fax headers, programmed times, etc.) are automatically adjusted. When the Auto Summer Time Setting is on, the adjustments take place as shown below:

On the last Sunday of every March: 01:00 → 02:00
On the last Sunday of every October: 01:00 → 00:00

Use the procedure below to program the Auto Summer Time Setting:

Step	Press these keys	Comments
1	FUNCTION, DEF 3	"ENTRY MODE" will appear in the display.
2	JKL 5	"AUTO SUMMER TIME" will appear in the display.
3	1 **or** ABC 2	Press **1** to turn the Auto Summer Time Setting on, or **2** to turn it off.
4	STOP, STOP	Press the **STOP** key twice to exit.

Selecting the Reception Mode

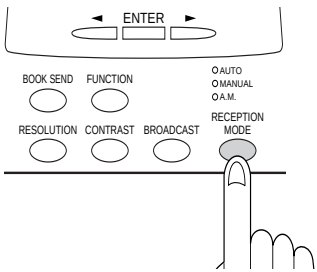
Your unit has three modes for receiving incoming calls and faxes:

- **AUTO mode:**
  Select this mode when you only want to receive faxes on your telephone line. The unit will automatically answer all calls and receive incoming faxes.

- **MANUAL mode:**
  This is the most convenient mode for receiving phone calls if you have an extension phone. To have true manual mode, the unit must be set to not answer while in MANUAL mode (see "Setting the Number of Rings for Manual Reception" on the next page). You can also receive faxes; however, all calls must first be answered by picking up the receiver on the extension phone or telephone connected to the same line.

- **A.M. mode:**
  Select this mode when an answering machine is connected to the unit and you want the answering machine to answer all calls. This allows you to receive both voice messages and faxes while you are out.

To set the reception mode, press the **RECEPTION MODE** key until the light next to the desired mode comes on.



For more information on reception modes, refer to Chapter 4.

Setting the Number of Rings for Auto Reception

You can set the number of rings before the unit answers in AUTO mode using the procedure below.

Factory setting: 2

Step	Press these keys	Comments
1	FUNCTION, GHI 4	"OPTION SETTING" will appear in the display.
2	0, GHI 4	"# OF RINGS(AUTO)" will appear in the display.
3	0 to WXYZ 9	Select the number of rings you would like to use (**0** to **9**).
4	ENTER	"STORED" will appear in the display.
5	STOP, STOP	Press the **STOP** key twice to exit.

Note: *If the external telephone is connected, the external telephone rings once regardless the number of rings is set to 0.*

Setting the Number of Rings for Manual Reception

The number of rings before the unit answers in MANUAL mode can also be set. If you do not want the unit to answer at all in MANUAL Mode, select "0" in Step 3 below.

Factory setting: 0 (OFF)

Step	Press these keys	Comments
1	FUNCTION, GHI 4	"OPTION SETTING" will appear in the display.
2	0, JKL 5	"# OF RINGS(MAN.)" will appear in the display.
3	0 to WXYZ 9	Select the number of rings you would like to use (**0** to **9**).
4	ENTER	"STORED" will appear in the display.
5	STOP, STOP	Press the **STOP** key twice to exit.

Selecting the Reception Paper Size

On the control panel, you can select the paper size that you want received faxes to be printed on (AUTO, A4, Letter, Legal). If you select the AUTO setting the unit automatically prints the fax out on the most appropriate size paper.
Follow the procedure below:

Factory setting: 4 (AUTO)

Step	Press these keys	Comments
1	FUNCTION, GHI 4	"OPTION SETTING" will appear in the display.
2	0, 1	"PRINT PAPER SIZE " will appear in the display.
3	1 **or** ABC 2 **or** DEF 3 **or** GHI 4	Press **1** for letter, **2** for legal, **3** for A4, or **4** for AUTO. "STORED" will appear in the display.
4	STOP, STOP	Press the **STOP** key twice to exit.

Note: *If the size setting on the control panel differs from the size actually in the paper trays, the error message "PAPER OUT (XX)" appears on the display (for example, if you have set A4 on the control panel and the paper trays contains letter-size and legal-size paper). When this happens, the received fax is saved in memory and printed when you do either of the following.*

- *Correct the setting on the control panel*
- *Put paper of the selected size in the paper tray and set the size with function (See the section "Setting the Paper Size")*

Setting the Number of Recall Times

You can select the number of times the unit will try to recall a busy number. If you enter 00, the unit will not try to recall. Follow this procedure:

Factory setting: 02

Step	Press these keys	Comments
1	FUNCTION, GHI 4	"OPTION SETTING" will appear in the display.
2	0, TUV 8	"RECALL TIMES" will appear in the display.
3	0, 0 **to** 1, GHI 4	Enter the number of recall times ("**00**" to "**14**").
4	ENTER	"STORED" will appear in the display.
5	STOP, STOP	Press the **STOP** key twice to exit.

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Setting the Recall Interval

The recall interval, the time the unit waits in between attempts to re-send a fax to a busy number, can be set from 1 to 15 minutes. Follow this procedure:

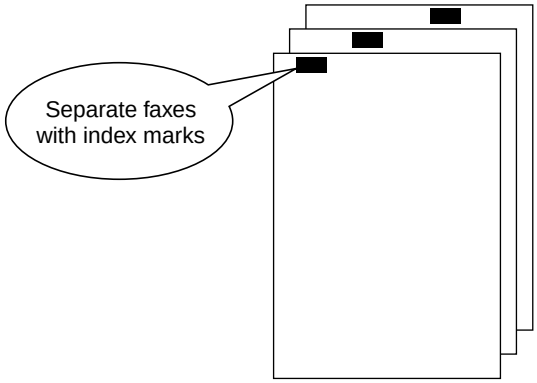
Factory setting: 05 (5 minutes)

Step	Press these keys	Comments
1	FUNCTION, GHI 4	"OPTION SETTING" will appear in the display.
2	0, WXYZ 9	"RECALL INTERVAL" will appear in the display.
3	0, 1 **to** 1, JKL 5	Enter the recall interval ("**01**" to "**15**").
4	ENTER	"STORED" will appear in the display.
5	STOP, STOP	Press the **STOP** key twice to exit.

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Setting the Index Function

You can print an index mark along the edge of the pages in each job. This makes it easy to separate different jobs on the output tray.
Use the following procedure to set the index function.



Factory setting: 1 (ON)

Step	Press these keys			Comments
1	FUNCTION		GHI 4	"OPTION SETTING" will appear in the display.
2	ABC 2		ABC 2	"BATCH INDEXING" will appear in the display.
3	1	**or**	ABC 2	Press **1** to turn on the index function, or **2** to turn it off.
4	STOP		STOP	Press the **STOP** key twice to exit.

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Setting Fine Resolution Priority

For most faxing jobs, you will most likely want to specify the resolution. However, you can also set a default resolution when no setting is made using the **RESOLUTION** key. When Fine Resolution Priority is turned on, all faxes will be sent in Fine Mode unless otherwise specified. To turn on this function, follow the procedure below:

Factory setting: 2 (OFF)

Step	Press these keys			Comments
1	FUNCTION		GHI 4	"OPTION SETTING" will appear in the display.
2	0		DEF 3	"FINE PRIORITY" will appear in the display.
3	1	or	ABC 2	Press **1** to turn Fine Resolution Priority on, or **2** to turn it off.
4	STOP		STOP	Press the **STOP** key twice to exit.

Setting Up the Unit for Use with a PC Modem

The unit is set to automatically begin reception if you pick up from an extension telephone and the unit detects a fax tone. However, if you are using a modem on the same line, you must deactivate this function : otherwise the unit will mistakenly attempt to receive the transmission from your computer. To turn of the Fax Signal Receive function, follow the procedure below.

Note: *If you turn off the Fax Signal Receive function, be sure to activate the Remote Reception function. See "Using the Remote Reception Function" on the next page for details on how to do this.*

Factory setting: 1 (ON)

Step	Press these keys			Comments
1	FUNCTION		GHI 4	"OPTION SETTING" will appear in the display.
2	1		ABC 2	"FAX SIGNAL RECEIVE" will appear in the display.
3	1	or	ABC 2	Press **1** to turn Fax Signal Receive on, or **2** to turn it off.
4	STOP		STOP	Press the **STOP** key twice to exit.

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Using the Remote Reception Function

The unit's Remote Reception feature is designed to allow you to activate fax reception from an extension telephone. The Remote Reception function operates even when the FAX Signal Receive function is turned off. When you hear the fax tone, simply press the one-digit Fax Remote Number (Factory setting: 5) and ✳ ✳. Follow the two procedures below to use this feature.

Notes:

- *If documents are set in the SPF, the unit does not respond to pressing Fax Remote Number and ✳ ✳. However, if the originals are set in the SPF as a part of a copy job in progress, the unit answers when you press the Fax Remote Number and ✳ ✳.*

- *If you want to receive a fax while you are on an extension telephone, when you hear a fax tone, press the one-digit Fax Remote Number and ✳ ✳. To ensure proper fax reception, hang up the extension phone only after you have confirmed that fax reception has begun. Confirm that the fax reception has begun by having the extension telephone connected directly to the fax. Furthermore, there is no sound when fax reception begins.*

Turning on Remote Reception:

Factory setting: 1 (ON)

Step	Press these keys		Comments
1	FUNCTION	GHI 4	"OPTION SETTING" will appear in the display.
2	1	1	"REMOTE RECEPTION" will appear in the display.
3	1 **or**	ABC 2	Press **1** to turn Remote Reception on, or **2** to turn it off.
4	STOP	STOP	Press the **STOP** key twice to exit.

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Setting a Fax Remote Number:

Factory setting: 5

Step	Press these keys			Comments
1	FUNCTION		GHI 4	"OPTION SETTING" will appear in the display.
2	1		0	"FAX REMOTE NUMBER" will appear in the display.
3	0	to	WXYZ 9	Enter the number you would like to use as the Fax Remote Number.
4	ENTER			"STORED" will appear in the display.
5	STOP		STOP	Press the **STOP** key twice to exit.

PBX setting

The unit is connected to a PBX, you can program unit to access automatically public line outside PBX.

Factory setting: 2 (OFF)

Step	Press these keys			Comments
1	FUNCTION		GHI 4	"OPTION SETTING" will appear in the display.
2	ABC 2		0	"PBX SETTING" will appear in the display.
3	1	or	ABC 2	Press **1** (YES) if the unit is connected to a PBX. Press **2** (NO) if the unit is connected to a public line.
4	1	or	ABC 2	"PBX SELECT" will appear in the display. This parameter permits to define how connection of a call from a PBX to an external line is made. For more details about this mode, see operation manual of your PBX or contact support department of PBX dealer. Press **1** for "FLASH" mode. Press **2** for "ID PBX" mode.
5	0		WXYZ 9	"PBX ID CODE" will appear in the display. Enter identification number of your PBX (max. 3 digits)
6	ENTER			Press ENTER key to continue.
7	STOP		STOP	Press the STOP key twice to exit.

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Storing Numbers for Automatic Dialing

Automatic Dialing is a quick and convenient way to dial by using only a Rapid key (Rapid Key Dialing), or pressing the **SPEED/SEARCH** key and select the SPEED and entering a two digit number (Speed Dialing).

To use Automatic Dialing, you must first store the full number. The way you store it depends on whether you want to use it for Rapid Key Dialing or Speed Dialing:

Note:
If the unit is connected to a PBX, the numbers dialed in automatic dialing are automatically transferred to the public line (you should not enter access code etc.) in order to obtain the external line in case of registred numbers. In case of an internal number of the PBX, push the SPEAKER key in order to insert the R character at the beginning of the number (when you are in step 6, as shown below) ; this will cancel the automatic dialing of the access code.

Storing numbers

Use the following procedure to store numbers for Rapid Key Dialing or Speed Dialing:

Step	Press these keys	Comments
1	FUNCTION, DEF 3	"ENTRY MODE" will appear in the display.
2	1	"FAX NUMBER MODE" will appear in the display.
3	1	"FAX NUMBER SET" will appear in the display.
4	01 (example)	To store a Rapid key number, press a Rapid key. To store a Speed Dial number, press two number keys ("00" to "99"). "PRESS ENTER KEY" will appear in the display.
5	ENTER	"ENTER FAX NUMBER" will appear in the display.
6	ABC 2, 0, 1, JKL 5, ABC 2, WXYZ 9, TUV 8, ABC 2, 0, 0 (example: 2015298200)	Enter the fax number (maximum of 20 digits including pauses) using the number keys.
7	ENTER	"ENTER NAME" will appear in the display.
8	JKL 5, ABC 2, GHI 4 ... (example)	Enter the name of the location or party (maximum of 20 digits including pauses) by pressing number keys as described in "How to Enter Characters " in this chapter. If you do not want to enter a name, skip this step.
9	ENTER	"CHAIN DIAL" will appear in the display.

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10	1 **or** ABC 2	Press "**1**" if you want to specify the number as a Chain Dialing number (see "Chain Dialing for Long Numbers" in this section). Otherwise, press "**2**".
11 **Step 4 or**	STOP STOP	Return to Step 4 to store another number, or press the **STOP** key a number of times until you exit. If the number is a Rapid key number, you can write the name on the label above the appropriate Rapid key.

Note: *You may need to add a pause between certain digits in the number to allow time for connection. For example, if you are on a PBX telephone system that requires an access number, such as "9", to be dialed to access an outside line, you will need to enter a pause between the access number and the fax number of the other party. Pauses are entered by pressing the* ***REDIAL PAUSE*** *key (2 seconds per pause). If necessary, several pauses can be entered in a row.*

Use the following procedure to clear numbers:

Step	Press these keys		Comments
1	FUNCTION	DEF 3	"ENTRY MODE" will appear in the display.
2	1		"FAX NUMBER MODE" will appear in the display.
3	ABC 2		Select CLEAR. "FAX NUMBER CLEAR" will appear in the display.
4	01	(example) . . .	To clear a Rapid key number, press the appropriate Rapid key. To clear a Speed Dial number, enter the 2-digit number with the number keys. "PRESS ENTER KEY" will appear in the display. If there is no number stored under that Rapid key or Speed Dial number, "NO NUMBER STORED" will appear in the display.
5	ENTER		"CLEARED" will appear in the display.
6 **Step 4 or**	STOP	STOP	Return to Step 4 to clear another number, or press the **STOP** key a number of times until you exit.

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Chain Dialing for Long Numbers

The maximum number of digits which may be entered when storing a fax number is 20. If you need to store a number which is longer than 20 digits, use Chain Dialing.

Chain Dialing allows you to combine two or more Automatic Dialing numbers, or use an Automatic Dialing number followed by additional digits entered manually with the number keys, to dial a single number. In addition to being convenient for storing long numbers, it allows you to store an area code or access code as an Automatic Dialing number.

For example, to store a 36 digit number for Automatic Dialing, you must break it into two parts:

1. Store the first 20 digits into one Speed Dial number (“01”, for example) using the storing procedure described in the preceding section, and press “1” in Step 10 of that procedure to specify it as a Chain Dialing number (this tells the machine to wait for the remainder of the telephone number when dialing).

2. Store the remaining 16 digits into a separate Speed Dial number (“02”, for example), and this time press “2” in Step 10 of the storing procedure to specify that it is not a Chain Dial number (this tells the machine that the final part of the number has been dialed).

In this way, you specify all parts of the number except the last as a Chain Dial number.

Note: *The maximum number of digits that can be dialed at one time by Chain Dialing is 50.*

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Storing Numbers Under Group Keys

Group keys allow you to dial a group of fax numbers by simply pressing the appropriate Group key once. They are convenient for the Broadcasting function, which is used to transmit a document to a group of fax machines.

All Rapid keys can be programmed as Group keys. To program or clear a group key, follow the steps below. Note that one key cannot be programmed as both a Rapid key and a Group key at the same time.

- Up to 50 fax numbers can be stored in one Group key.
- Only Rapid keys and Speed Dial numbers can be stored in a Group key. No full numbers can be stored.

Use the following procedure to store numbers under Group keys:

Step	Press these keys	Comments
1	FUNCTION, JKL 5	"GROUP ENTRY MODE" will appear in the display.
2	1 **or** ABC 2	Press "**1**" (SET) to program a Group key, or "**2**" (CLEAR) to clear a Group key.
3	01 (example)	**Setting:** Press the Rapid key you wish to use as a Group key . "GROUP #=XX" will appear in the display, followed by "DIAL #=" **Clearing:** Press the Group key you wish to clear, and then go to Step 7.
4	02 ... 09, 0, ABC 2 ... ABC 2, ABC 2 (example)	Enter fax numbers using one or both of the following methods: • Press one or more Rapid keys. • Enter one or more Speed Dial numbers with the number keys.
5	ENTER	"ENTER GROUP NAME" will appear in the display.

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6	1	(example)	Enter the name of the group (maximum of 20 digits including pauses) by pressing number keys as described in “How to Enter Characters” in this chapter. If you do not want to enter a name, skip this step.
7	ENTER		**Setting:** “GROUP SET” will appear in the display. **Clearing:** “GROUP #=XX CLEARED” will appear in the display.
8	STOP	STOP . . .	Return to Step 3 to program/ clear another Group key, or press the **STOP** key a number of times until you exit.
Step 3 or			

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Quiet Detect Time

Quiet Detect Time is the function that enables the unit to be used along with an answering machine for both phone messages and faxes. After the answering machine has answered, any duration of silence longer than a certain threshold time will prompt the unit to take over the line and prepare to receive a fax. The Quiet Detect Time can be set from 00 to 10 seconds, following the procedure below.

Factory setting: 05

Step	Press these keys		Comments
1	FUNCTION	TUV 8	"A.M. MODE" will appear in the display.
2	1		"QUIET DETECT TIME" will appear in the display.
3	0	0	Enter the Quiet Detect Time in seconds, from **00** to **10**. (Setting "00" turns off Quiet Detect Time)
	to		
	1	0	
4	ENTER		"STORED" will appear in the display.
5	STOP	STOP	Press the **STOP** key twice to exit.

Notes:

- *The unit has been set at the factory for a Quiet Detect Time of 5 seconds, which gives the best performance for most answering machines. However, you may have to adjust the Quiet Detect Time depending on your answering machine's disconnect time, the time before the machine disconnects the line after a period of silence. If your machine has a short disconnect time, you may have to shorten the Quiet Detect Time. However, if the unit is interrupting callers in the middle of messages, you should set a longer Quiet Detect Time.*
- *If there is a pause at the end of your answering machine message, make sure that the Quiet Detect Time is longer than this pause.*
- *Setting Quiet Detect Time to 00 turns the function off. However, the unit will not be able to receive faxes sent using manual dialing (picking up the receiver, dialing the number, and pressing the **FAX START** key when the fax tone is heard), unless the sender follows the procedure described below.*

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If Quiet Detect Time is not working properly...

With some answering machines, there is simply no Quiet Detect Time that will allow both reception of faxes and uninterrupted voice messages. Even in this case, however, you can set up the unit to receive both phone and fax messages from callers on touch-tone lines. Follow this procedure:

1. Set the Quiet Detect Time to 00.

2. Alter your phone message to tell callers that they can send a fax by pressing the Remote Reception Number (factory set to 5), followed by the "✳" key twice, and then the **FAX START** key of their fax machine.

Answering Machine Backup

There may be times when the tape on your answering machine becomes full, or when the answering machine itself malfunctions. It is still possible to receive faxes even under these conditions, however, by turning on the Auto Receive function. The unit will automatically answer all calls after five rings. To use this function, follow the procedure below.

Factory setting: 2 (OFF)

Step	Press these keys		Comments
1	FUNCTION	TUV 8	"A.M. MODE" will appear in the display.
2	ABC 2		"SELECT AUTO RECEIVE" will appear in the display.
3	1	**or** ABC 2	Press **1** to turn Auto Receive on, or **2** to turn it off.
4	STOP	STOP	Press the **STOP** key twice to exit.

Note: *If you are using Auto Receive, make sure that your answering machine is set to answer on four rings or less. Otherwise, the unit will take over all calls, preventing callers from leaving voice messages.*

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Notes

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3. CHOOSING SUITABLE MEDIA

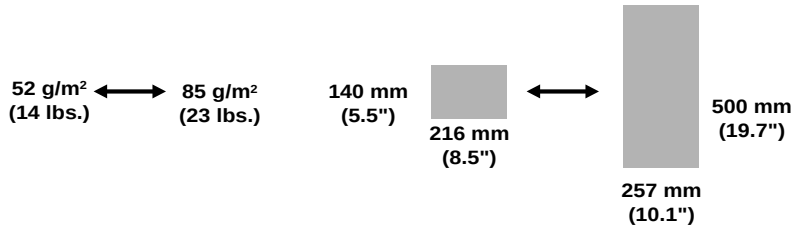
Originals Suitable for Faxing

Make sure that the documents you want to fax meet specifications and guidelines listed in this section.

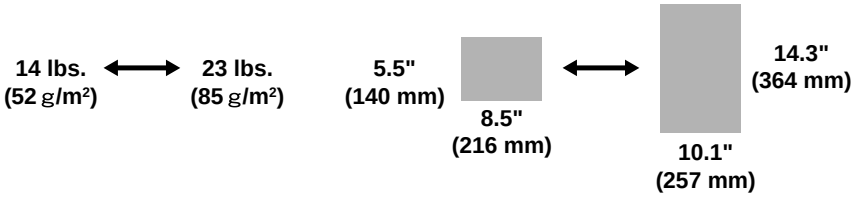
Size and Weight

The size and weight of documents that you can load in the SPF (Single Pass Feeder) depend on whether you load one sheet at a time or several sheets at once.

When using the SPF
One sheet at a time:

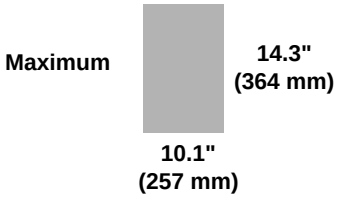


Several sheets at once:



Note: *When feeding in a long document, grasp the document at the edges to guide it into the unit.*

When using the original table



Note: *Whether you are using the faxing functions of the unit, your documents (originals) are, in effect, being scanned through the unit. The area of a document that is scanned by the unit while faxing is slightly smaller than the actual document (original) size. Any text or graphics outside this area will not be scanned.*

Scanning length: The length of the sheet minus 4mm from both the top and bottom edges.

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Unsuitable Originals

General guidelines:

- All clips, staples, and pins should be removed from originals before they are used. If these are not removed, they may damage the unit.
- Ink, glue, and correction fluid on originals must be completely dry before using the documents with the unit.
- Originals that are in some way dangerous to the internal mechanisms of the unit should not be used.
- When faxing, any writing on the originals that is yellow, yellowish-green, or light blue cannot be transmitted.

The following kinds of originals should not be used:

- Originals with a glossy coating
- Originals with static electricity
- Originals with tears, folds, or curls
- Originals that have become stuck together and cannot be easily separated
- Originals with holes, windows, or perforations
- Transparency films, tracing paper, or other transparencies
- Originals with plastic or metallic coatings

Notes:

• Sharp does not accept any responsibility for the loss or damage of originals.
• It is a good idea to copy valuable originals on a flat-bed copier before using them with the unit.

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4. HOW TO USE THE FAX FUNCTION

The standalone fax component of your unit offers a range of sophisticated features that allow you to control image quality, reception mode, broadcasting, polling, and transmission priorities. Functions such as sending documents from memory and substituting reception into memory are greatly enhanced by the large memory capacity.

Sending Documents

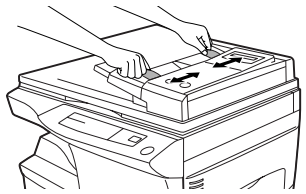
Setting the Document

This section describes setting documents in the SPF (Single Pass Feeder) or on the original table.

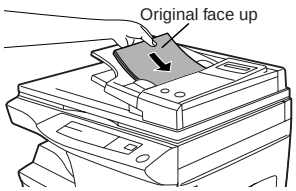
When Using the SPF:

1 **Confirm that there are no documents on the original table, and that copying is not in progress, then gently close the original cover.**

2 **Adjust the document guides to the width of your document.**



3 **Place the document face up and push it gently into the document tray. The top edge of the document should enter the fax first.**



4 **There are two ways to send the fax:**

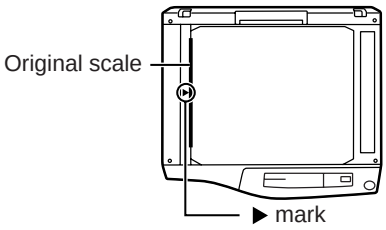
- To scan the document into memory, then dial and transmit, continue with the “Dialing and Transmitting” section.
- To dial and transmit the document directly without first scanning it into memory, press the **DOCUMENT** key. “DIRECT SEND” will appear in the display. Continue with the “Dialing and Transmitting” section.

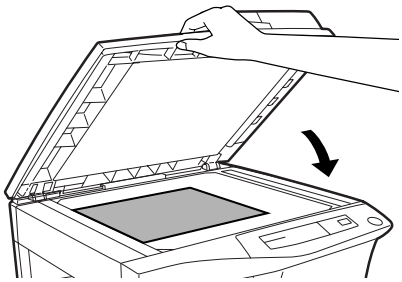
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When placing the Original on the Table:

1 **Confirm that there are no documents in the SPF, and open the original cover.**

2 **Place the document face down on the original table. Align the document according to the original scale in the illustration below. (Line up the center of the edge of the document with the (▶) mark.)**





3 **Gently close the original cover.**

Note: *When using the original table, do not set documents in the SPF.*

4 **Press the BOOK SEND key to scan the page into memory.**

5 **Select the document size from those displayed.**

You can now make resolution or contrast settings as described in the next section and dial and transmit the fax. (See “Dialing and Transmitting” in this chapter)

6 **Press the BOOK SEND key. If you have more than one document to read into memory, place the next page, and press the BOOK SEND key to read each page.**

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Optional Transmission Settings

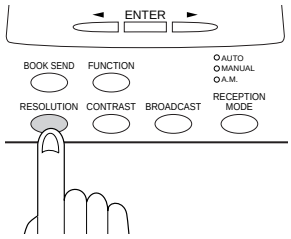
There are several transmission settings that you can make before dialing and transmitting a document.

Resolution

Your fax has four resolution settings:

- **HALF TONE**
  Use HALF TONE for photographs and illustrations. The original will be reproduced in 256 shades of gray.
- **STANDARD**
  Use STANDARD for ordinary documents. This setting gives you the fastest transmission.
- **FINE**
  Use FINE for improved reproduction, especially with documents containing small letters or fine drawings.
- **S. FINE**
  Use SUPER FINE when you need the highest quality of reproduction.

If you do not change the setting, the document will automatically be sent in STANDARD mode.

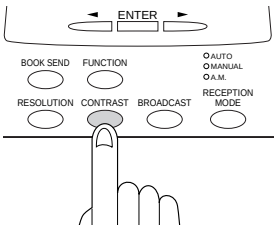


Note: *If the document is B4 size, you cannot use the HALF TONE setting in the following situations :*

- *With the Memory function*
- *For a Broadcast operation*
- *For a Timer operation*
- *For sending from the original table*
- *With the Memory Polling function*

Contrast

The fax automatically controls the contrast, but you can also control it manually. To do this, press the **CONTRAST** key one or more times until the desired contrast settings appear in the display. The three contrast levels are light, medium, and dark.



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Cover Sheet

You can have your fax generate a cover sheet and send it as the last page of the transmission. The cover sheet includes the date and time, the sender's name and number, and the receiver's name and number if an automatic dialing number is used. The total number of pages sent is indicated on the bottom.

To include a cover sheet with a transmission, follow these steps:

Factory setting: 2 (OFF)

Step	Press these keys	Comments
1	FUNCTION, PQRS 7	"COVER SHEET MODE" will appear in the display.
2	1 **or** ABC 2	Press "**1**" to turn the cover sheet function on, or "**2**" to turn it off.
3	ABC 2 (example: URGENT)	If you pressed "**1**" in the previous step, select a message by entering a number from 2 to 6 as shown below, or enter 1 if you do not want to include a message. 1: NO MESSAGE 2: URGENT 3: IMPORTANT 4: CONFIDENTIAL 5: PLS. DISTRIBUTE 6: PLS. CALL BACK

Note: *The receiver's name must be programmed in either the Rapid Key or Speed Dial function for it to appear on the Cover Sheet.*

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Auto Cover Sheet

If you want to send a cover sheet with your fax transmissions regularly, this function is very useful. This function differs from the Cover Sheet function in two ways. First, the Cover Sheet function must be programmed before every fax you want to use it with; the Auto Cover Sheet function will send a cover sheet with every fax transmission unless you turn it off. No message is included on the cover sheets generated by the Auto Cover Sheet function. Please note that the Cover Sheet function is the dominant of the two, so an ideal way to use the two together is to always leave Auto Cover Sheet on, then use the Cover Sheet function to attach messages or not attach a cover sheet to certain transmissions.

Use the procedure below to turn the Auto Cover Sheet function on or off:

Factory setting: 2 (OFF)

Step	Press these keys			Comments
1	FUNCTION		GHI 4	"OPTION SETTING" will appear in the display.
2	1		DEF 3	"AUTO COVER SHEET" will appear in the display.
3	1	or	ABC 2	Press **1** to turn the function on, or **2** to turn it off.
4	STOP		STOP	Press the **STOP** key twice to exit.

Note: *The receiver's name must be programmed in either the Rapid Key or Speed Dial function for it to appear on the Auto Cover Sheet.*

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Dialing and Transmitting

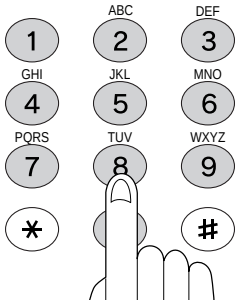
Once you have set the document (either in the automatic document feeder or on the original table), and have selected the desired transmission settings, you are ready to dial the number of the receiving fax machine and transmit the document. You can choose from one of the several ways of dialing that best suit your needs.

Direct Keypad Dialing

If the number of the fax you want to reach is not a Rapid key or Speed Dial number, use Direct Keypad Dialing to manually enter it using the following procedure:

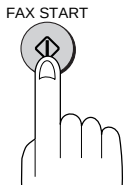
1 **Confirm that you have correctly set the document in the automatic document feeder or on the original table. (See "Setting the Document" in this chapter)**

2 **Enter the number of the fax machine you want to send to by pressing the number keys.**



3 **Check the display. If the number of the receiving machine is shown correctly, press the FAX START key.**

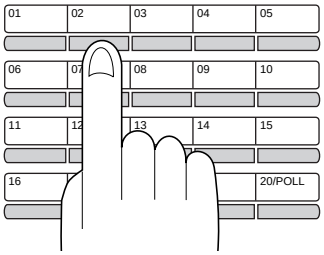
- If it is not correct, press the **STOP** key to backspace and clear one digit at a time, and then enter the correct number.



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Rapid Key Dialing

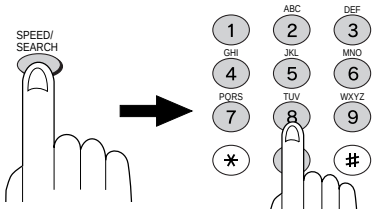
If the number you want to dial has been stored as a Rapid key number (see “Storing Numbers for Automatic Dialing” in Chapter 2), you can dial it by pressing the appropriate Rapid key as shown:



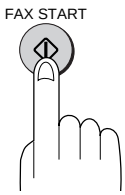
Speed Dialing

If the number you want to dial has been stored as a Speed Dial number, you can dial it using the following procedure:

1 **Press the SPEED/SEARCH key and then enter the 2-digit number by pressing the number keys (see “Storing Numbers for Automatic Dialing” in Chapter 2).**



2 **Check the display. If the name or number shown is correct, press the FAX START key. (If it is not correct, press the STOP key and then repeat Step 1.)**



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Chain Dialing

The Chain Dialing function allows you to combine an Automatic Dialing number set for Chain Dialing (see “Storing Numbers for Automatic Dialing” in Chapter 2) with another Automatic Dialing number or digits entered manually with the number keys to dial one phone number up to 50 digits long. The following are some examples of how this can be done:

- Enter Speed Dial numbers that you have programmed for Chain Dialing. For example, if you have stored the first part of a fax number in Speed Dial number 22 and the second half in Speed Dial number 27, press the **SPEED/SEARCH** key and “22”, then the **SPEED/SEARCH** key and “27”. Then press the **FAX START** key to begin transmission.

- Press a Rapid key that is set for Chain Dialing and then manually enter a number by pressing the appropriate number keys. Press the **FAX START** key after the final number key to begin transmission. (You can use this method, for example, when you have stored a long distance access code into a Rapid key, and want to dial this in combination with a number that is not stored as an automatic dialing number.)

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Using the SEARCH Key

If you do not remember the Rapid key or Speed Dial number in which you have stored a particular fax number, you can search for the number by following the steps below:

1 **Press the SPEED/SEARCH key twice.**



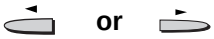
2 **Enter the first letter of the stored name by pressing the appropriate number key (the key below the marked letter) until the letter appears in the display. If the name begins with a special character or number, press "1".**

- If you do not remember the first letter, go to Step 3 and scroll through the list from the beginning.

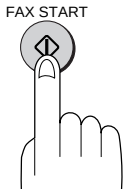


(example: "B")

3 **Press the left and right arrow (◄ ►) keys to scroll through the names (numbers if you pressed "0"). Stop when the desired name appears in the display.**

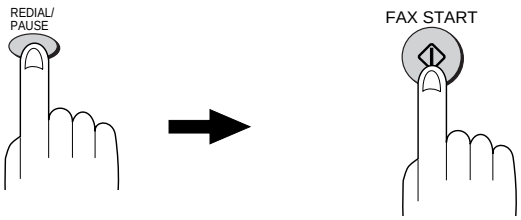


4 **Press the FAX START key. The document will be automatically transmitted once the connection is made.**



Redialing

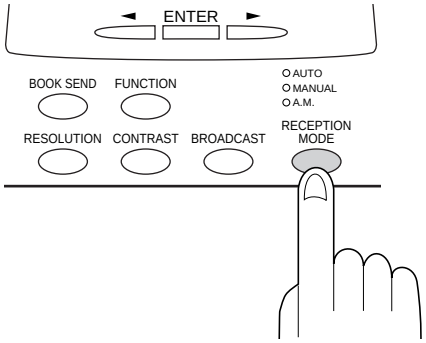
You can send a fax to the number you last dialed by pressing the **REDIAL/PAUSE** key, followed by the **FAX START** key or Rapid key **20/POLL**.



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Receiving Faxes

You can set the unit to one of three modes of reception, **AUTO**, **MANUAL**, or **A.M.** (Answering Machine). To select the reception mode, press the **RECEPTION MODE** key until the light next to the desired mode comes on.



Using AUTO Mode

Select **AUTO** mode when you only want to receive faxes on your telephone line. The unit will automatically answer all calls and receive incoming faxes.

Using MANUAL Mode

MANUAL is the most convenient mode for receiving phone calls if you have an extension phone. To have true manual mode, the unit must be set to not answer while in MANUAL mode (see "Setting the Number of Rings for Manual Reception" in Chapter 2). You can also receive faxes; however, all calls must first be answered by picking up the receiver on the extension phone or telephone connected to the same line.

Using A.M. Mode

Select this mode when an answering machine is connected to the unit and you want the answering machine to answer all calls. This allows you to receive both voice messages and faxes when you are out.

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Optional Reception Settings

The unit has various optional settings for the reception of faxes.

Receive Reduce

You may on occasion receive faxes that are larger than the paper loaded in the unit. To ensure that you do not lose any part of the original, you should use the Receive Reduce function, which scales the fax to the printing paper size. To use this feature, follow this procedure:

Factory setting: 1 (auto reduction)

Step	Press these keys			Comments
1	FUNCTION		GHI 4	"OPTION SETTING" will appear in the display.
2	1		GHI 4	"RECEIVE REDUCE" will appear in the display.
3	1	**or**	ABC 2	Select one of the reduction settings listed below by pushing the corresponding number key: **1** (AUTO REDUCTION): Automatic reduction depending on size of original and printing paper. **2** (NO REDUCTION): No reduction "STORED" will appear in the display.
4	STOP		STOP	Press the **STOP** key twice to exit.

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Footer Printing

You can choose whether or not to have a footer with the sending machine's ID information (name, number, etc.) printed out.

Factory setting: 2 (OFF)

Step	Press these keys			Comments
1	FUNCTION		GHI 4	"OPTION SETTING" will appear in the display.
2	1		WXYZ 9	"FOOTER PRINT" will appear in the display.
3	1	or	ABC 2	Press **1** to print footers, or **2** to not print them.
4	STOP		STOP	Press the **STOP** key twice to exit.

When using manual sending and receiving

You need to use the SPEAKER key or an extension telephone to perform manual sending and receiving. For information about connecting and extension telephone see "Connecting Other Devices" in Chapter 1 for details.

1 **When the extension telephone rings, pick up the handset and converse.**

- If the **SPEAKER** key is used to answer a call you cannot converse.

Note: *You cannot use the SPEAKER key for fax transmission/reception while copying is in progress.*

2 **When the hanset is off hook or the SPEAKER key is used, press the FAX START key.**

- When there are originals in the SPF, the machine senses the presence of the originals and displays the message. Press "**1**" to send. Press "**2**" to receive.

```
MANUAL MODE
1:SEND   2:RECEIVE
```


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Special Functions

Memory

Your unit has a memory area that can be used to store both incoming and outgoing documents.

- Approximately 120 pages of average content can be held in memory for transmission. Less can be held if any of the pages were scanned using fine or superfine resolution.

Memory Backup

- The unit uses a lithium-ion battery to keep automatic dialing numbers and other programmed data in memory when the power is turned off (when the unit is unplugged). Battery power is consumed primarily when the power is urned off. With the power kept continuously off, the life of the battery is about 5 years. If the battery dies, have your dealer or retailer replace it. Do not try to replace it yourself.
- When documents are stored in memory, do not turn the power off. If power to the unit is cut off due to power shortage or other causes, the fax memory data will be kept approximately one hour. However, if power to the unit is cut off within 10 minutes of it being turned on, fax memory data may not be saved.

Substitute Reception into Memory

This is a back-up function that is automatically activated if your fax runs out of paper, the imaging cartridge needs replacement, or the paper jams.

The message “FAX RX IN MEMORY” will only appear in the display at the time the document is initially received into memory. After reception is complete, one of the following messages, “REPLACE TONER,” or “PAPER JAM” will appear in the display. When you add paper (and set the paper size), replace the imaging cartridge, or clear the jam, the stored documents will automatically be printed out.

- If you received documents in memory because the fax ran out of paper, be sure to add paper which is the same size as the paper previously used. If not, the document print-out size may not match the size of the printing paper.

Caution!

- *If documents received in memory are lost due to a power failure or other interruption in the power supply, a POWER FAIL REPORT will be printed out when the power is restored. This gives available information about the faxes lost, including the fax numbers of the transmitting machines.*

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Data Transfer

If there is a problem with the unit, you can use the Data Transfer function to have received faxes read into memory and then sent to a different fax machine for printing. This function is used when you cannot print received faxes, for example when the unit runs out of toner, a misfeed occurs.

Factory setting: 2

Step	Press these keys	Comments
1	FUNCTION 0	"RX DATA TRANSFER" will appear in the display.
2	ABC 2	"FAX NUMBER" will appear in the display.
3	1 TUV 8 0 0 ABC 2 DEF 3 PQRS 7 GHI 4 ABC 2 PQRS 7 TUV 8 (example : 18002374278)	Enter the transferring fax number (maximum 20 digits) by pressing the number keys.
4	ENTER	"RX DATA TRANSFER" will appear in the display.
5	1	"TRANSFER ?" will appear in the display.
6	1 **or** ABC 2 STOP	Press **1** to turn Data Transfer on, or **2** and the STOP key to turn it off.

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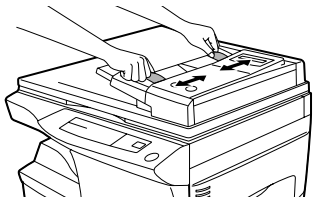
Transmission Reservation

When your fax is busy receiving a document or transmitting a document from memory, you can "reserve" a transmission by setting the document on the original table, reading it into memory, and entering the fax number. Once the current operation is completed, your fax will automatically dial the number and transmit the document saving you from having to wait.

When using the SPF :

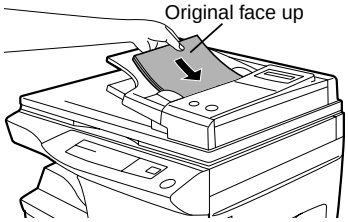
1 **Confirm that there are no documents on the original table and that copying is not in progres, then gently close the original cover.**

2 **Adjust the document guides to the width of your document.**



3 **Place the document face up and push it gently into the SPF. The top edge of the document shoudl enter the fax first.**

- Adjust the resolution and/or contrast settings if desired. Note however that you cannot use the HALF TONE resolution setting with B4 size documents.



4 **Enter the number of the receiving machine using one of the following methods:**

- Press a Rapid key.
- Press the **SPEED/SEARCH key and enter a Speed Dial number.**
- Enter a full number with the number keys.



(example)

5 **Press the FAX START key if you entered a Speed Dial number or a full number.**

- The number will be dialed once the current operation is completed, and transmission will begin once the connection is made.

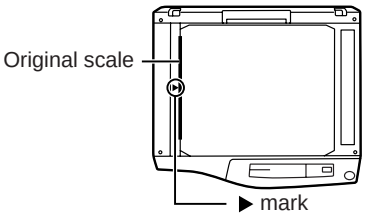
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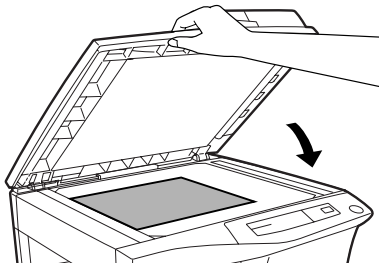
When using the original table :

1 **Confirm that there are no documents in the SPF and that copying is not in progres, then gently close the original cover.**

2 **Place the document face down on the original table. Align the document according to the original scale in the illustration below. (Line up the center of the edge of the document with the (▶) mark.**

- Adjust the resolution and/or contrast settings if desired.





3 **Gently close the original cover.**

Note : When using the original table, do not set documents in the SPF.

4 **Press the BOOK SEND key to scan the page into memory.**

5 **Select the document size from those displayed.**

- Adjust the resolution and/or contrast settings if desired.Note however that you cannot use the HALF TONE resolution setting with B4 size documents.

6 **Press the BOOK SEND key. If you have more than one sheet to read into mmory, place the next page, and press the BOOK SEND key to read each page.**

7 **Continue with steps 4 ad 5 in the previous section, "Using the SPF".**

Note : If the document is removed from te document tray after a transmission reservation is set, the reservation will be canceled.

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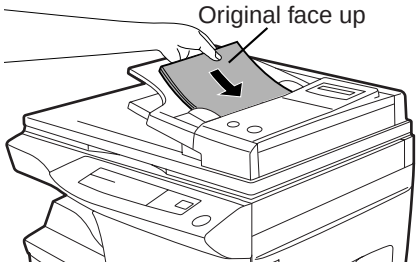
Broadcasting

This function allows you to send the same document to as many as 50 different locations with just one operation. Once the document is loaded, it is scanned and stored in memory. The fax numbers you have entered are then automatically dialed in succession, and the document is transmitted to each location.

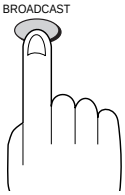
- To enter the fax numbers of the receiving machines, you must use Rapid keys, Speed Dial numbers, or Group keys; no fax numbers can be entered manually.

1 **Place the document face up and push it gently into the document tray.**

- Adjust the resolution and/or contrast settings if desired.



2 **Press the BROADCAST key.**



3 **Dial the numbers of the receiving units using one or more of the following methods:**

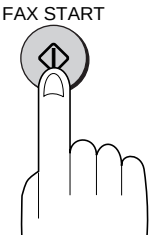
- Press one or more Rapid keys.
- Enter Speed Dial numbers with the number keys, for example Speed Dial numbers **01**, **02**, through to **09**.
- Press one or more Group keys.



(example)

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4 **Press the FAX START key. Transmission will begin.**

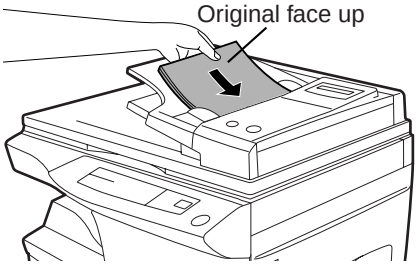


Broadcasting using a Group key

If the fax machines to which you want to broadcast have all been programmed into one Group key, you can perform the broadcasting operation using the following simplified procedure. Refer to “Storing Numbers Under Group Keys” in Chapter 2.

1 **Place the document face up and push it gently into the document tray.**

- Adjust the resolution and/or contrast settings if desired.



2 **Press the appropriate Group key. Transmission will begin.**

If the memory becomes full while the document is being scanned, “MEMORY FULL” will appear in the display.

- Press the **FAX START** key to transmit the pages that have been stored up to that point in memory.
- Press the **STOP** key to cancel the entire transmission.

19

(example)

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Polling

Polling allows you to request another fax machine to send a document to your fax machine. In other words, the receiving fax machine, not the transmitting fax machine, activates the transmission. You can use your fax to both poll and be polled by others.

Setting the Polling Key

To use the polling function, you must first set Rapid key 20/POLL for use as a polling key. This is done by following the procedure shown below.

- The polling key cannot be used for both Rapid Key Dialing and Polling. If it has already been programmed for Rapid Key Dialing, you must clear it first as described in "Storing Numbers for Automatic Dialing" in Chapter 2.

Step	Press these keys			Comments
1	FUNCTION		DEF 3	"ENTRY MODE" will appear in the display.
2	GHI 4			"POLLING FUNCTION" will appear in the display.
3	1	or	ABC 2	Press "**1**" to turn the polling function on, or "**2**" to turn it off.
4	STOP		STOP	Press the **STOP** key twice to exit.

Polling Others

1 **Dial the number of the fax machine you want to poll using one of the following methods:**

- Press the **SPEAKER** key and dial the full number. Wait for the fax answer-back tone.
- Press the **SPEED/SEARCH** key and enter a 2-digit Speed Dial number.
- Enter the full number using the number keys.



(example)

2 **Press Rapid key 20/POLL.**



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Being Polled (Memory Polling)

To allow multiple fax machines to poll your fax, or in cases where you want to free up the Document Tray for other operations, use Memory Polling instead of Polling Standby.

Programming a Memory Polling Operation
You can choose whether to allow polling only once, or an unlimited number of times. In the later case, your fax can be used as an electronic "bulletin board".

- Only one document can be stored at a time for memory polling, however, you can store multiple page documents.
- If you allow polling only once, the document will be automatically cleared from memory after polling. If you allow polling an unlimited number of times, the document will remain in memory until you clear it using the procedure described in "Clearing Documents" which follows.
- If you have a document stored in memory for polling, and you want to add to it, following the procedure described in "Adding to Documents".

To program a Memory Polling operation, either load the document in the automatic document feeder or use the original table as described below. Then, set the reception mode to AUTO (Press the **RECEPTION MODE** key until the AUTO light comes on).

Step	Press these keys	Comments
1	FUNCTION, WXYZ 9	"MEMORY POLL MODE" will appear in the display. "1: TIME 2: REPEAT" will appear at the bottom of the display.
2	1	"SET RESOLUTION & CONTRAST THEN ENTER" will appear in the display.
3	RESOLUTION, CONTRAST	Adjust the resolution and/or contrast settings if desired.
4	ENTER	When using the automatic document feeder, press **ENTER** key. When using the original table, follow steps 1-6 in the section "Setting the Document" in this chapter. "STAND-BY" will appear in the display, and the document will be scanned into the unit's memory.
5	STOP, STOP	Press the **STOP** key twice to exit.

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Adding to Documents

If you have a document stored in memory for polling, and you want to add pages to it, use the following procedure.

If you allow polling only once, the document will be automatically cleared from memory after polling. If you allow polling an unlimited number of times, the document will remain in memory until you clear it using the procedure below:

Step	Press these keys	Comments
1	FUNCTION, WXYZ 9	"MEMORY POLL MODE" will appear in the display. "1: ADD 2: CLEAR" will appear at the bottom of the display.
2	1, ENTER	Continue with step 2 in the "Programming a Memory Polling Operation" section.

Clearing Documents

Step	Press these keys	Comments
1	FUNCTION, WXYZ 9	"MEMORY POLL MODE" will appear in the display. "1: ADD 2: CLEAR" will appear at the bottom of the display.
2	ABC 2, ENTER	The date and time will return to the display.

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Timer Operations

The timer function allows you to set a transmission or polling operation to be performed automatically at a time you specify. Up to three transmission operations or polling operations can be set at any one time, and the times they will be performed can be specified up to a week in advance.

You can use this function, for example, to take advantage of lower nighttime telephone rates without having to be there when the operation is performed.

- For a timer transmission, scan the document into memory when you set the transmission. Scanning the document into memory is convenient because you do not have to worry about document mix-ups or forgetting to load the document.

- If the memory becomes full while the document is being scanned, "MEMORY FULL" will appear in the display.
  - Press the **FAX START** key to transmit the pages that have been stored up to that point in memory.
  - Press the **STOP** key to cancel the entire transmission.

- Code numbers are used to specify each day of the week. Refer to the table below when making time settings which include a specified day.

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Code	0	1	2	3	4	5	6

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To set a timer operation:

Step	Press these keys	Comments
1	FUNCTION 1	"TIMER MODE" will appear in the display.
2	1	Select SET. "TIMER COMM. #=1", "TIMER COMM. #=2" or "TIMER COMM. #=3" will appear in the display.
3	◄ or ► ENTER	Select "SEND MODE" or "POLLING MODE".
4	0 DEF 3 ABC 2 0 (example)	Enter the time of the operation (2 digits for the hour and 2 digits for the minute).
5	ABC 2 or ENTER (example)	Enter the code for the day of the operation. If the operation will be performed within 24 hours, just press the **ENTER** key.
6	ENTER	"ENTER NUMBER" will appear in the display.
7	0 JKL 5 (example)	Enter the fax number of the other machine using one of the following methods: • Press a Rapid key. • Enter a Speed Dial number with the number keys. For a polling operation, go to Step 11.
8	ENTER	"SET RESOLUTION & CONTRAST THEN ENTER" will appear in the display.
9	RESOLUTION CONTRAST (optional)	If this is a transmission operation, adjust the resolution and/or contrast if desired. (Otherwise, skip this step.)
10	ENTER	"LOAD DOCUMENT(S)" will appear in the display. If the document is already loaded, no message will appear in the display.
11	STOP STOP ...	Press the **STOP** key a number of times until you exit.

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To cancel a timer operation:

If you need to cancel a timer operation after it has been set, follow the steps below:

If the timer operation is a transmission operation, you will need to know the number assigned to it. If you do not remember the number (it appears in the display when you set the operation), print out the Timer List. See “Printing Out Reports” in this chapter for details on how to print out the Timer List.

Step	Press these keys		Comments
1	FUNCTION	1	“TIMER MODE” will appear in the display.
2	ABC 2		Select “CLEAR”. “ENTER # (1-3)” will appear in the display.
3	1		Enter the 1-digit number assigned to the operation.
4	ENTER	(example)	“CLEARED” will appear in the display.
5	STOP	STOP	Press the **STOP** key twice to exit.

Anti Junk Fax

You can avoid wasting fax paper by using the Anti Junk Fax function. This function prevents the reception of faxes from up to ten specified parties.

Factory setting : 2 (OFF)

To turn the Anti Junk Fax feature on and off, use the following procedure:

Step	Press these keys		Comments
1	FUNCTION	MNO 6	“ANTI JUNK FAX” will appear in the display.
2		ENTER	“ANTI JUNK SELECT” will appear in the display.
3	1 **or**	ABC 2	Turn Anti Junk Fax on or off.
4	STOP	STOP	Press the **STOP** key twice to exit.

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To store junk fax numbers, use the following procedure:

Step	Press these keys	Comments
1	FUNCTION, MNO 6	"ANTI JUNK FAX" will appear in the display.
2	ABC 2	"JUNK FAX # MODE" will appear in the display.
3	1, ENTER	"ENTER JUNK FAX #" will appear in the display.
4	JKL 5, JKL 5, JKL 5, ABC 2, 0, MNO 6, ABC 2 (example)	Enter the fax number (maximum of 20 digits).
5	ENTER	"STORED" will appear in the display.
6 Step 3 or	STOP, STOP . . .	Return to Step 3 to enter another number, or press the **STOP** key a number of times until you exit.

To clear junk fax numbers, use the following procedure:

Step	Press these keys	Comments
1	FUNCTION, MNO 6	"ANTI JUNK FAX" will appear in the display.
2	ABC 2	"JUNK FAX # MODE" will appear in the display.
3	ABC 2	"JUNK FAX # CLEAR" will appear in the display.
4	0, 1, ENTER (example)	Enter the number of the fax number to clear. "CLEARED" will appear in the display.
5 Step 4 or	STOP, STOP . . .	Return to Step 4 to clear another number, or press the **STOP** key a number of times until you exit.

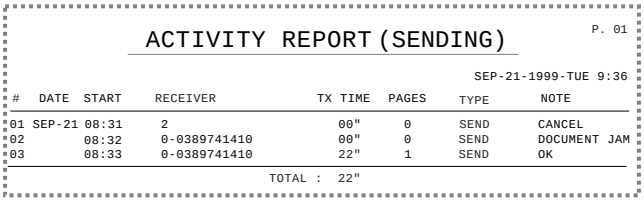
04 USING FAX b(SUK) A5.p65 25 11/10/99, 17:35

Printing Out Reports

The unit is capable of printing a range of reports on faxing activities as well as various settings you have made. The reports are described below.

1. TRANSMISSIONS ACTIVITY REPORT:

Faxes sent from the unit.



ACTIVITY REPORT (SENDING)

P. 01

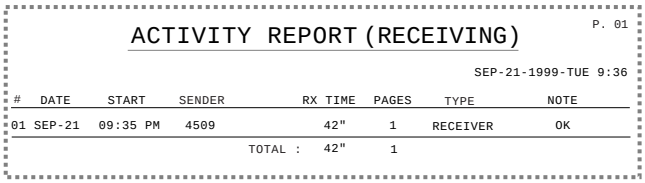
SEP-21-1999-TUE 9:36

#	DATE	START	RECEIVER	TX TIME	PAGES	TYPE	NOTE
01	SEP-21	08:31	2	00"	0	SEND	CANCEL
02		08:32	0-0389741410	00"	0	SEND	DOCUMENT JAM
03		08:33	0-0389741410	22"	1	SEND	OK

TOTAL : 22"

2. RECEPTIONS ACTIVITY REPORT:

Faxes received by the unit.



ACTIVITY REPORT (RECEIVING)

P. 01

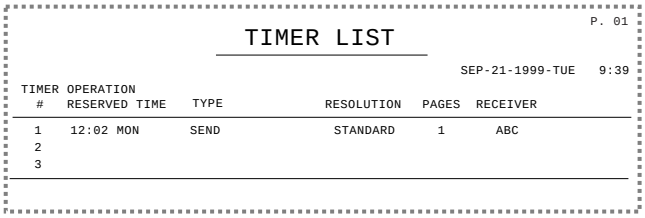
SEP-21-1999-TUE 9:36

#	DATE	START	SENDER	RX TIME	PAGES	TYPE	NOTE
01	SEP-21	09:35 PM	4509	42"	1	RECEIVER	OK

TOTAL : 42" 1

3. TIMER LIST:

ID numbers for timer operations.



TIMER LIST

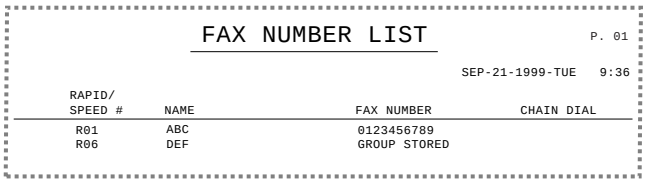
P. 01

SEP-21-1999-TUE 9:39

TIMER OPERATION #	RESERVED TIME	TYPE	RESOLUTION	PAGES	RECEIVER
1	12:02 MON	SEND	STANDARD	1	ABC
2					
3					

4. FAX NUMBER LIST:

Fax numbers stored in the unit as either Rapid key or Speed Dial numbers.



FAX NUMBER LIST

P. 01

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RAPID/ SPEED #	NAME	FAX NUMBER	CHAIN DIAL
R01	ABC	0123456789	
R06	DEF	GROUP STORED	

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5. OPTIONAL SETTING LIST:

Currently activated optional settings.

OPTIONAL SETTING LIST

SEP-21-1999-TUE 9:37

SW #	ITEM	SETTING
1	PRINT PAPER SIZE	AUTO
2	PAPER SIZE (MAIN CASSETTE)	A4
3	FINE PRIORITY	OFF
4	# OF RINGS AUTO RX	2 RINGS
5	# OF RINGS MANUAL RX	OFF
6	AUTO LISTING	OFF
7	PRINT SELECTION	ERROR/TIMER
8	RECALL TIMES	2 TIMES
9	RECALL INTERVAL	5 MINUTES
10	FAX REMOTE NUMBER	5
11	REMOTE RECEPTION	ON
12	FAX SIGNAL RECEIVE	ON
13	AUTO COVER SHEET	OFF
14	RECEIVE REDUCE	AUTO
15	BEEP LENGTH	3 SECONDS
16	BEEP VOLUME	MEDIUM
17	KEY BEEPS	ON
18	INCOMING RING VOLUME	MEDIUM
19	FOOTER PRINT	ON
20	PBX SETTING	OFF
21	LANGUAGE	ENGLISH
22	BATCH INDEXING	ON
	SUMMER TIME SETTING	ON

NAME
NUMBER

6. GROUP LIST:

Fax numbers stored under Group keys.

GROUP LIST

P. 01

SEP-21-1999-TUE 9:40

#	NAME	REMOTE STATION ID #
G06	DEF	R01

7. ANTI JUNK FAX NUMBER LIST:

Fax numbers designated as Anti Junk Fax numbers.

P. 01

ANTI JUNK FAX NUMBER LIST

SEP-21-1999-TUE 9:40

#	ANTI JUNK FAX NUMBER
01	0123456789

Use the following procedure to print out reports:

Step	Press these keys	Comments
1	FUNCTION, ABC 2	"LISTING MODE" will appear in the display.
2	1 to PQRS 7	The unit will then automatically print out the selected report.

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Activity Report Auto Listing

It is also possible to have the unit automatically print out Transmission and Reception Activity Reports at designated times (for example, daily, every two days, weekly, etc.) and every 50 operations.

Factory setting : 5 (NO)

Step	Press these keys			Comments
1	FUNCTION		GHI 4	"OPTION SETTING" will appear in the display.
2	0		MNO 6	"AUTO LISTING" will appear in the display.
3	1	to	JKL 5	Press **1** for /DAY, **2** for /2 DAY, **3** for /4DAY, **4** for /WEEK, or **5** for OFF.
4	STOP		STOP	Press the STOP key twice to exit.

Printing Transaction Reports

You can choose to have various Transaction Reports printed out after certain activities on the unit: transmission, reception, or error. To use this feature, follow this procedure:

Factory setting: 2 (ERROR/TIMER)

Step	Press these keys			Comments
1	FUNCTION		GHI 4	"OPTION SETTING" will appear in the display.
2	0		PQRS 7	"TRANSACTION LIST" will appear in the display.
3	1	to	JKL 5	Select the report setting: **1** (ALWAYS PRINT): After each transmission, reception, or error. **2** (ERROR/TIMER): After an error or timer operation only. **3** (SEND ONLY): After a transmission only. **4** (NEVER PRINT): Never prints. **5** (ERROR ONLY): After an error only. "STORED" will appear in the display.
4	STOP		STOP	Press the **STOP** key twice to exit.

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5. TROUBLESHOOTING

Troubleshooting

Problem	Check and Remedy
Dialing cannot be done.	Make sure that the telephone line is properly connected to both the unit and the wall jack.
No transmission takes place.	Make sure that the receiving machine has not run out of printing paper. Make sure that the receiving machine is G3 compatible. (This information should be included in the machine's documentation.) Check the display for possible error messages.
Nothing is printed at the receiving end.	Make sure that the document you are sending is fed into the unit in the correct way. Make sure that the receiving machine is in working order.
A distorted image is received at the other end.	Noise on the telephone line may cause distortion. Try sending the document again. Make a copy of the document on the unit. If the copy is also distorted, the unit may have a problem.
The received document is faint.	Ask the other party to send higher contrast documents. If the contrast is still too low, make a copy with the unit to check it.
Received images are distorted.	Noise on the telephone line may cause distortion. Have the sending party send the document again. The drum cartridge may need replacement.
COPY SERVICE ERROR	The copier will not function. Turn the power switch off, remove the power cord from the outlet, and contact your Sharp dealer.
FAX SERVICE ERROR (X)	The fax will not function.Contact your Sharp dealer.

Note: *If your problem cannot be solved by carrying out the instructions in the Check and Remedy column above, please contact your Sharp dealer.*

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Messages and Signals

Display Messages

Message	Meaning
DOCUMENT JAM	The original document is jammed.
FAX RX IN MEMORY	A fax has been received in memory because the imaging cartridge needs replacement, the fax machine has run out of printing paper, or the paper is jammed. The fax will be printed out automatically once the problem is fixed.
LINE ERROR	Fax transmission or reception was not successful. Press the STOP key to clear the message, and then try again.
MEMORY FULL	The memory is full. See “Memory” under “Special Functions” in Chapter 4.
PAPER JAM	The printing paper is jammed.
PAPER SIZE ERROR SET XXX SIZE PAPER	The setting for the printing paper size is incorrect. Set it correctly. In the area labeled “XXX”, “LTR”, “LGL” or “A4” will appear.
CAN NOT PRINT	Imaging cartridge empty. Imaging cartridge not inserted. Imaging cartridge or drum cartridge life expired.
CHECK COPIER COVER	Front/side cover open.
PAPER OUT (XXX)	The paper has run out and the data is read into memory. Set it correctly. In the area labeled “XXX”, “LTR”, “LGL” or “A4” will appear.
LOAD DOCUMENT(S)	Set the document(s) in the unit.
NO RESPONSE	Line error. No answer from the receiver.
RETURN ORG. XX SHEET (S)	Paper jam in the SPF. When memory is full and there is a line error, the display alternates between the RETURN ORG. and MEMORY FULL messages.

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Audible Signals

Sound Type	Duration	Meaning
Continuous tone	3 seconds	Indicates the end of transmission, reception, or line error.
Continuous tone	1 second	Warning tone

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Notes

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6. SPECIFICATIONS

SPECIFICATIONS

Compatibility:	ITU-T G3
Telephone line:	PSTN
Dial mode:	Pulse (10 pps), tone
Modem rate:	14,400 bps with automatic fallback to 12,000, 9,600, 7,200, 4,800, or 2,400 bps
Compression method:	MH, MR, MMR
Transmission time:	Approximately 6 seconds (using SHARP standard document) The time should be slightly different when the line is busy.
Memory:	2 megabytes of RAM (120 pages, when using SHARP document with a standard resolution)
Sending document size:	Maximum B4, minimum A5 (When using the SPF: One sheet at a time: Max.257mm x 500mm, min. 216mm x 140mm Several sheets at once: Max. 257mm x 364mm, min. 216mm x 140mm When using the original table: Max.257mm x 364mm, min. 216mm x 140mm)
Recording paper size:	A4, Letter, or Legal
Automatic Document Feeding (ADF):	30 sheets
Resolution in Text mode:	Standard: 200 x 100 dpi Fine: 200 x 200 dpi Super Fine: 200 x 400 dpi
Resolution in Half tone mode:	200 x 200 dpi
Grayscale method in Half tone mode:	Error diffusion
Grayscale level in Half tone mode:	256 levels
Contrast:	Light, Medium, Dark
Quick scan:	14 pages per minute maximum (Using SHARP standard size document)

06 SPECIFICATIONS (SUK) A5.P65 1 22/09/99, 08:47

Broadcasting:	Destination: maximum of 50 different locations Destinations: Selected from Rapid key, Speed Dial numbers, or Group keys
Polling:	Modes: Polling Others, Polling from memory
Delayed faxing:	3 types selectable: Standard, Memory Transmission, or Polling Others
Anti Junk Fax:	Up to 10 numbers
Auto Cover Sheet:	6 message types selectable: “Urgent,” “Important,” “Confidential,” “Pls. Distribute,” “Pls. Call Back,” and no message
Report:	Transaction, power fail, activity (send/receive)
Printable setting lists:	Anti Junk Fax numbers, timer, group, phone number, optional setting

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

06 SPECIFICATIONS (SUK) A5.P65 2 22/09/99, 08:47

GLOSSARY

A.M. mode:
When set to A.M. (Answering Machine) mode, the unit directs all incoming calls to an answering machine connected to the same line.

Anti Junk Fax:
A faxing feature that enables the user to program up to ten fax numbers from which he/she does not want to receive faxes.

Automatic Dialing:
A faxing feature by which the unit will automatically dial a user-programmed number with the press of one or more keys. See Rapid Key Dialing and Speed Dialing.

AUTO mode:
When set to AUTO mode, the unit receives faxes automatically.

Broadcasting:
A form of transmitting that allows a fax to be sent to multiple fax machine locations.

Chain Dialing:
A form of dialing that allows the user to dial a long number (up to 50 digits in length) with a combination of Rapid keys, Speed Dial numbers, or Rapid keys and manually entered numbers.

Contrast:
The degree of difference between dark and light areas of a printed, faxed, or scanned document.

dpi (dots per inch):
A standardized unit of measurement used for the resolution of a scanned or printed image.

Group Keys:
The term for multiple Rapid keys that have been programmed as a group of fax numbers.

MANUAL mode:
When the unit is set to MANUAL mode, all calls must be answered manually by pressing the SPEAKER key, or by lifting the handset of an external phone on the same telephone line.

Polling:
A faxing function that allows the user to request a transmission from another fax machine. In effect, the receiving fax machine, dials the transmitting fax machine, and activates the transmission.

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Rapid Key Dialing:
A form of Automatic Dialing by which only a single fax number programmed key (a Rapid key) has to be pressed in order to dial a number.

Receive Reduce:
A faxing function that automatically scales received faxes to the size of the paper loaded in the unit.

Reception mode:
The setting that controls how the unit responds to incoming calls. See A.M. mode, AUTO mode, and MANUAL mode.

Remote Reception:
A faxing function by which fax reception can be activated from an extension telephone by entering a one-digit Fax Remote Number followed by ✳ ✳.

Resolution:
The amount of space between lines of a printed, faxed, or scanned document. Generally, the higher the resolution, the higher the quality of the document or image.

Speed Dialing:
A form of Automatic Dialing done by pressing the SPEED/SEARCH key, and then entering a programmed Speed Dial number.

Transmission Reservation:
A faxing function that enables the user to load a fax and enter the receiving fax number while the unit is in use. The fax is sent as soon as the unit has finished the previous job.

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QUICK REFERENCE

This page summarizes the operations you can perform with this unit. For detailed information about each operation, refer to the appropriate section of this manual.

FAX

Load the document then following operation → BROADCASTING

Set RESOLUTION/CONTRAST

Normal Broadcasting
BROADCAST
→ Enter Speed Dial number/Press Rapid keys
→ FAX START

Using Group Key
Press GROUP key

TRANSMITTING DOCUMENTS

Set RESOLUTION CONTRAST MEMORY

Direct Keypad Dialing
Dial (press NUM keys)
→ FAX START

Rapid Key Dialing
Press Rapid key

Speed Dialing
SPEED/SEARCH
→ Enter Speed Dial number
→ FAX START

Normal Dialing
SPEAKER Dial
→ (Press NUM keys)
→ Wait for reception tone
→ FAX START

Redialing
REDIAL
→ FAX START

POLLING OTHERS

Set Rapid 20 key as polling key
(FUNCTION key
→ 3
→ 4
→ 1 STOP
→ STOP)
And set RESOLUTION/CONTRAST

Direct Keypad Dialing
Dial (press NUM keys)
→ POLLING (Rapid 20)

Speed Dialing
SPEED
→ Enter Speed Dial number
→ POLLING (Rapid 20)

Normal Dialing
SPEAKER
→ Dial (Press NUM keys)
→ Wait for reception tone
→ POLLING (Rapid 20)

B QUICK REFERENCE a(SUK) A5.P65 1 11/10/99, 14:42

FUNCTION MODE

STEP 1 Press **FUNCTION** key

STEP 2 Press the menu number from the list below **STEP 3** Press the option number from the list below

1. TIMER MODE	1. OPERATION SET (SEND/POLLING)	2. OPERATION CLEAR
2. LISTING MODE	1. TRANSMISSION ACTIVITY REPORT 3. TIMER LIST 5. OPTION SETTING LIST 7. ANTI JUNK FAX NUMBER LIST	2. RECEPTIONS ACTIVITY REPORT 4. FAX NUMBER LIST 6. GROUP LIST
3. ENTRY MODE	1. FAX NUMBER MODE (SET/CLEAR) 3. OWN NUMBER SET	2. DATE & TIME SET 4. POLLING FUNCTION
4. OPTION SETTING	01.PRINT PAPER SIZE 03. FINE RESOLUTION PRIORITY 05. NUMBER OF RINGS MANUAL RECEPTION 07. TRANSACTION REPORT PRINT SELECTION 09. RECALL INTERVAL 11. REMOTE RECEPTION 13. AUTO COVER SHEET 15. BEEP LENGTH 17. KEY BEEPS 19. FOOTER PRINT 21. LANGUAGE SETTING	02. PAPER SIZE SETTING (MAIN CASSETTE) 04. NUMBER OF RINGS AUTO RECEPTION 06. AUTO LISTING 08. RECALL TIMES 10. FAX REMOTE NUMBER 12. FAX SIGNAL RECEIVE 14. RECEIVE REDUCE 16. BEEP VOLUME 18. INCOMING RING VOLUME 20. PBX SETTING 22. BATCH INDEXING
5. GROUP ENTRY MODE	1. GROUP SET MODE	2. GROUP CLEAR MODE
6. ANTI JUNK FAX MODE	1. ANTI JUNK SELECT (ON/OFF)	2. JUNK FAX NUMBER MODE (SET/CLEAR)
7. COVER SHEET MODE	1. COVER SHEET ON	2. COVER SHEET OFF
8. ANSWERING MACHINE MODE	1. QUIET DETECT TIME	2. SELECT AUTO RECEIVE (ON/OFF)
9. MEMORY POLL SET	1. 1 TIME	2. REPEAT
0. RX DATA TRANSFER	1. DATA TRANSFER	2. FAX NUMBER

B QUICK REFERENCE a(SUK) A5.P65 2 11/10/99, 14:42

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SHARP

Data Issued: September.19,1997

MSDS No.P-00081

MATERIAL SAFETY DATA SHEET

Section 1. Product Identification

Product: FO- 36DC (Black Toner)

Section 2. Supplier's Name and Address

Sharp Corporation
22-22 Nagaike-cho, Abeno-ku, Osaka, Japan
Local suppliers are listed below. Please contact the nearest supplier for additional information.

(Country)	(Name and Telephone Number)
U.S.A	Sharp Electronics Corporation Telephone number for information : 1-800-237-4277 Emergency telephone number : 1-800-255-3924
Canada	Sharp Electronics of Canada Ltd. Telephone number for information : 905-890-2100 Emergency telephone number : 1-800-255-3924
United Kingdom	Sharp Electronics (U.K.) Ltd. Telephone number for information : 01923-474013

Section 3. Ingredients

Ingredients	CAS No.	Proportion	OSHA PEL	ACGIH TLV	Other Limits
Carbon black	1333-86-4	4.0%	3.5mg/m^3	3.5mg/m^3	None
Silica	68909-20-6	1.0%	80.0mg/m^3	6.0mg/m^3	None
Iron oxide	1317-61-9	1.0%	5.0mg/m^3	10.0mg/m^3	None
Styrene-Acrylate copolymer	25767-47-9	90.5%	Not listed	Not listed	None
Organic pigment mixture	1333-86-4	0.5%	Not listed	Not listed	None
	109125-51-1 109125-50-0 84179-66-8	(total for the pigment mixture)			
Polypropylene	25085-53-4	1.5%	Not listed	Not listed	None
Polyethylene	9002-88-4	1.5%	Not listed	Not listed	None

Section 4. Hazardous Identification (Emergency Overview)

Toner is a fine, black powder possessing no immediate hazard. There are no anticipated carcinogenic effects from exposure based on animal tests performed using toner. When used as intended according to instructions, studies do not indicate any symptoms of fibrosis will occur.

Section 5. Health Hazard Data

Route(s) of Entry :	Inhalation?	Skin?	Ingestion?
	Yes	No	Possible but very unusual.

Health Hazards : Acute oral toxicity—LD50 of this toner is over 2,000mg/kg.
Mutagenicity—The result of Ames test is negative.

Carcinogenicity : In 1996 the IARC reevaluated carbon black as a Group 2B carcinogen (possible human carcinogen). This classification is given to chemicals for which there is inadequate human evidence, but sufficient animal evidence on which to base an opinion of carcinogenicity. The classification is based upon the development of lung tumors in rats receiving chronic inhalation exposures to free carbon black at levels that induce particle overload of the lung. Studies performed in animal models other than rats did not show any association between carbon black and lung tumors. Moreover, a two-year cancer bioassay using a typical toner preparation containing carbon black demonstrated no association between toner exposure and tumor development in rats.

Chronic Effect : In a study in rats of chronic inhalation exposure to a typical toner, a mild to moderate degree of lung fibrosis was observed in 92% of the rats in the high concentration (16mg/m^3) exposure group, and a minimal to mild degree of fibrosis was noted in 22% of the animals in the middle (4mg/m^3) exposure group, but no pulmonary change was reported in the lowest (1mg/m^3) exposure group, the most relevant level to potential human exposures.

Signs and Symptoms of Exposure : Minimal irritation to respiratory tract may occur as with exposure to any non-toxic dust.

Medical Conditions Generally Aggravated by Exposure : None

Emergency and First Aid Procedures :

Inhalation ; Remove to fresh air. If effects occur, consult medical personnel.
Eye ; In case of contact, immediately flush eyes with water for 15 minutes.

Section 6. Physical Chemical Characteristics

Boiling/Melting Point	: Not applicable	**Specific Gravity**	: 1.1
Vapor Pressure	: Not applicable	**Solubility in Water**	: Negligible
Vapor Density	: Not applicable	**PH**	: Not applicable
Evaporation Rate	: Not applicable	**Viscosity**	: Not applicable
Appearance	: Fine powder	**Color**	: Black
Odor	: Odorless		

Section 7. Fire and Explosion Data

Flash Point (Method Used)	:	Not applicable
Ignition Temperature	:	No data available
Flammable Limits	:	(LEL); Not applicable (UEL); Not applicable
Extinguishing Media	:	CO_2, dry chemical, foam or water
Special Fire Fighting Procedure	:	None
Unusual Fire and Explosion Hazard	:	This material has no unusual fire or explosion hazards.
Sensitivity to Mechanical Impact	:	None
Sensitivity to Static Charge	:	None

Section 8. Reactivity Data

Stability	: Stable
Incompatibility (Material to Avoid)	: None
Hazardous Decomposition	: CO and NOx
Hazardous Polymerization	: Will not occur.

Section 9. Precautions for Safe Handling and Use

Personal Protection Information (Respiratory, Eye Protection and Protective Glove): Use of a dust mask is recommended when handling a large quantity of toner or during long term exposure, as with any non-toxic dust.

Engineering Control/Ventilation	: Not required.
Work/Hygienic Practice	: Inhalation should be minimized as with any non-toxic dust.
Steps to be taken in case of Spill or Leak	: Sweep up or clean up with vacuum cleaner.
Waste Disposal Method	: Waste material may be disposed under conditions which meet all federal, state and local environmental regulations.

Section 10. Regulatory Information

NFPA Rating (U.S.A)	:	Health = 1 Flammability = 1 Reactivity = 0
WHMIS Legislation (Canada)	:	This product is not a controlled product.
Transport Information	:	This product is not a hazardous material.
UN No.	:	None allocated.

Section 11. Other Information

References : IARC (1996) IARC Monographs on the Evaluation of the Carcinogenic Risk of Chemicals to Humans, Vol. 65, Printing Process and Printing inks, Carbon Black and Some Nitro Compounds, Lyon, pp-149-261 H. Muhle, B. Bellmann, O. Creutzenberg, C. Dasenbrock, H. Ernst, R. Kilpper, J. C. Mackenzie, P. Morrow, U. Mohr, S. Takenaka, and R. Mermelstein (1991) Pulmonary Response to Toner upon Chronic Inhalation Exposure in Rats. Fundamental and Applied Toxicology 17, pp. 280-299

This equipment complies with the requirements of Directives 98/13/EC, 89/336/EEC and 73/23/EEC as amended by 93/68/EEC.

Dieses Gerät entspricht den Anforderungen der EG-Richtlinien 98/13/EWG, 89/336/EWG und 73/23/EWG mit Änderung 93/68/EWG.

Ce matériel répond aux exigences contenues dans les directives 98/13/CEE, 89/336/CEE et 73/23/CEE modifiées par la directive 93/68/CEE.

Dit apparaat voldoet aan de eisen van de richtlijnen 98/13/EEG, 89/336/EEG en 73/23/EEG, gewijzigd door 93/68/EEG.

Quest' apparecchio è conforme ai requisiti delle direttive 98/13/EEC, 89/336/EEC e 73/23/EEC, come emendata dalla direttiva 93/68/EEC.

Este equipamento obedece às exigências das directivas 98/13/CEE, 89/336/CEE e 73/23/CEE, na sua versão corrigida pela directiva 93/68/CEE.

Este aparato satisface las exigencias de las Directivas 98/13/CEE, 89/336/CEE y 73/23/CEE, modificadas por medio de la 93/68/CEE.

Dette udstyr overholder kravene i Direktiverne 98/13/EØF, 89/336/EØF og 73/23/EØF med senere ændringer 93/68/EØF.

Tämä laite noudattaa direktiiveissä 98/13/EEC, 89/336/EEC ja 73/23/EEC säädettyjä vaatimuksia ja niihin direktiivissä 93/68/EEC tehtyjä tarkistuksia.

Dette utstyret tilfredsstiller kravene i direktivene 98/13/ECC, 89/336/EEC og 73/23/EEC med endringer i 93/68/EEC.

Denna utrustning uppfyller kraven enligt direktiv 98/13/EEC, 89/336/EEC och 73/23/EEC enligt tillägget 93/68/EEC.

Required in Appendix ZB of BS 7002 (En 60 950) — United Kingdom

MAINS PLUG WIRING INSTRUCTIONS

The mains lead of this equipment is already fitted with a mains plug which is either a non-rewireable (moulded) or a rewireable type. Should the fuse need to be replaced, a BSI or ASTA approved fuse to BS1362 marked or and of the same rating as the one removed from the plug must be used.
Always refit the fuse cover after replacing the fuse on the moulded plug. Never use the plug without the fuse cover fitted.
In the unlikely event of the socket outlet in your home not being compatible with the plug supplied either cut-off the moulded plug (if this type is fitted) or remove by undoing the screws if a rewireable plug is fitted and fit an appropriate type observing the wiring code below.

DANGER: The fuse should be removed from the cut-off plug and the plug destroyed immediately and disposed of in a safe manner.
Under no circumstances should the cut-off plug be inserted elaswhere into a 13A socket outlet as a serious electric shock may occur.

To fit an appropriate plug to the mains lead, follow the instructions below:
IMPORTANT: The wires in this mains lead are coloured in accordance with the following code:

GREEN-AND-YELLOW:	**Earth**
BLUE:	**Neutral**
BROWN:	**Live**

As the colours of the wires in this mains lead may not correspond with coloured markings identifying the terminals in your plug, proceed as follows:
The wire which is coloured **GREEN-AND YELLOW** must be connected to the terminal in the plug which is marked with the letter **E**, or by the safety earth symbol or coloured green or green-and-yellow.
The wire which is coloured **BLUE** must be connected to the terminal which is marked with the letter **N** or coloured black.
The wire which is coloured **BROWN** must be connected to the terminal which is marked with the letter **L** or coloured red.

If you have any doubt, consult a qualified electrician.
WARNING: THIS APPARATUS MUST BE EARTHED.

This equipment is not designed for making emergency telephony calls when the power fails. Alternative arrangements should be made for access to emergency services.

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